

ALE Relief Assistant

Training manager name: \_\_\_\_\_

Date of evaluation: \_\_\_\_\_

Trainee Name (print): \_\_\_\_\_

**Self-Evaluation***(to be completed by trainee)***Legend:**

- ▶ *Competent:* Able to perform the job correctly without assistance
- ▶ *Not competent:* Trained but cannot do the job correctly without assistance
- ▶ *Minimal or no exposure:* Needs training to become competent

I am able to complete the following jobs to the level of competence marked below:

	Competent	Not competent	Minimal or no exposure
<b>Merchandising</b>			
Assist Customers with product knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate department merchandising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate implementation of the weekly Merchandise Notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure compliance with divisional signing standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set, sign, and audit ads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build department displays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create fashion presentations that adhere to divisional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine the level to which the department reflects current market trends in your area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement a seasonal merchandising plan or a sales event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critique seasonal displays to ensure compliance with seasonal plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor compliance with the current planogram.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit the Out-of-Stock Adjustment Control Log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise the Accessories section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise the Junior's and Young Men's sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Evaluation

Trainee Name (print): \_\_\_\_\_

**Self-Evaluation**

(to be completed by trainee)

## Legend:

- ▶ *Competent:* Able to perform the job correctly without assistance
- ▶ *Not competent:* Trained but cannot do the job correctly without assistance
- ▶ *Minimal or no exposure:* Needs training to become competent

I am able to complete the following jobs to the level of competence marked below:

	Competent	Not competent	Minimal or no exposure
<b>Merchandise Movement &amp; Inventory Control</b>			
Use MAGIC to ensure accurate inventories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete and follow up on Cosmetics orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow an ALE shipment through the receiving process, into the stockroom, and out to the sales floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor and follow up on the Vendor Log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor and manage inventory levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist in the inventory process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>Operations</b>			
Write and follow up on daily tours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process physical and electronic mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit, correct, and file daily and weekly time and attendance reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure compliance with housekeeping, maintenance, and safety standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit the cashier proficiency reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate an understanding of CSR, Wage & Hour, Weekly Sales, and Scan Sales reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

ALE Relief Assistant

Trainee Name (print): _____			
<b>Self-Evaluation</b> (to be completed by trainee)			
Legend: ▶ <i>Competent:</i> Able to perform the job correctly without assistance ▶ <i>Not competent:</i> Trained but cannot do the job correctly without assistance ▶ <i>Minimal or no exposure:</i> Needs training to become competent  I am able to complete the following jobs to the level of competence marked below:	Competent	Not competent	Minimal or no exposure
<b>Price Control</b>			
Complete price changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit and take appropriate action on scan audits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess price integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>Employee Development</b>			
Complete an employee performance appraisal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare for an interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist a new employee with his or her benefits paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the profit sharing and employee stock purchase plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>Management Skills</b>			
Monitor and maximize sales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivate and involve employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegate work and follow up to ensure accurate and timely completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach employees for increased performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation

Trainee Name (print): \_\_\_\_\_

**Self-Evaluation***(to be completed by trainee)***Legend:**

- ▶ *Competent:* Able to perform the job correctly without assistance
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I am able to complete the following jobs to the level of competence marked below:

Competent

Not competent

Minimal or  
no exposure**Management Skills (cont'd)**

Effectively resolve employee conflicts.

☐☐☐

Resolve problems.

☐☐☐

Effectively manage change.

☐☐☐

Comments

**Evaluation**

Pass the two-part final exam by demonstrating general knowledge and skills of the ALE Relief Assistant job.

☐☐☐

Part 1: Pass the written exam.

☐☐☐

Part 2: Open the department competently.

☐☐☐

Evaluate your competence as an ALE Relief Assistant.

☐☐☐

Comments:



ALE Relief Assistant

Training manager name: \_\_\_\_\_

Date of evaluation: \_\_\_\_\_

Trainee Name (print): \_\_\_\_\_

**Performance Evaluation**

(to be completed by training manager)

**Legend:**

- ▶ *Competent:* Able to perform the job correctly without assistance
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- ▶ *Minimal or no exposure:* Needs training to become competent

Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:

	Competent	Not competent	Minimal or no exposure
<b>Merchandising</b>			
Assist Customers with product knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate department merchandising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate implementation of the weekly Merchandise Notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure compliance with divisional signing standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set, sign, and audit ads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Critique seasonal displays to ensure compliance with seasonal plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor compliance with the current planogram.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit the Out-of-Stock Adjustment Control Log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise the Accessories section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Evaluation

Trainee Name (print): \_\_\_\_\_

**Performance Evaluation**

(to be completed by training manager)

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Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:

Competent

Not competent

Minimal or  
no exposure**Merchandise Movement & Inventory Control**

Use MAGIC to ensure accurate inventories.

☐☐☐

Complete and follow up on Cosmetics orders.

☐☐☐

Follow an ALE shipment through the receiving process, into the stockroom, and out to the sales floor.

☐☐☐

Monitor and follow up on the Vendor Log.

☐☐☐

Monitor and manage inventory levels.

☐☐☐

Assist in the inventory process.

☐☐☐

Comments:

**Operations**

Write and follow up on daily tours.

☐☐☐

Process physical and electronic mail.

☐☐☐

Audit, correct, and file daily and weekly time and attendance reports.

☐☐☐

Order supplies.

☐☐☐

Ensure compliance with housekeeping, maintenance, and safety standards.

☐☐☐

Audit the cashier proficiency reports.

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Communicate an understanding of CSR, Wage &amp; Hour, Weekly Sales, and Scan Sales reports.

☐☐☐

Comments:

ALE Relief Assistant

Trainee Name (print): _____			
<b>Performance Evaluation</b> (to be completed by training manager)			
Legend: ▶ <i>Competent:</i> Able to perform the job correctly without assistance ▶ <i>Not competent:</i> Trained but cannot do the job correctly without assistance ▶ <i>Minimal or no exposure:</i> Needs training to become competent  Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:	Competent	Not competent	Minimal or no exposure
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Comments:			
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Describe the profit sharing and employee stock purchase plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
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Communicate effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivate and involve employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Evaluation

Trainee Name (print): \_\_\_\_\_

**Performance Evaluation**

(to be completed by training manager)

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Effectively manage change.

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Comments

**Evaluation**

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Part 1: Pass the written exam.

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Part 2: Open the department competently.

☐☐☐

Evaluate your competence as an ALE Relief Assistant.

☐☐☐

Comments:

**Approved by**\_\_\_\_\_  
Training Manager's Signature\_\_\_\_\_  
Store Director's Signature\_\_\_\_\_  
Regional Sales Supervisor's Signature\_\_\_\_\_  
Date



Price Control

Employee Development

Management Skills

Evaluation

Next Steps



## CHAPTER 9 NEXT STEPS

By completing relief assistant training, you have taken an important step in your career. The next step is to assume the position assigned to you by your regional supervisor and begin applying for posted relief assistant openings.

Here are some things you should do to make your transition into your new position — and the rest of your career — as smooth as possible:

- ☐ Contact your new manager to discuss your role in the department. If possible, arrange to have a face-to-face meeting before you report to work.
- ☐ Follow up with your new manager to make sure you get all the appropriate passwords and keys you will need to do your job.
- ☐ Follow up with your new store director to make sure your transfer paperwork has been completed (so your paycheck is correct and undelayed).
- ☐ Begin looking at job postings on the job board or on OV. Make it a habit to stay informed about upcoming positions.
- ☐ Talk with your regional supervisor to discuss possible future openings and opportunities.

Next Steps

Divisional Management Training